



United States
Department of Agriculture

Office of the Chief Information Officer

DN 3300-018

Use of a Standard Naming Convention When Ordering Commercial Telephone Services

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U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL NOTICE		Number: 3300-018
SUBJECT: Use of a Standard Naming Convention When Ordering Commercial Telephone Services	DATE: June 1, 2005	
	OPI: Office Of the Chief Information Officer, Telecommunications Policy and Planning Division	
CODIFICATION/EXPIRATION: This Notice will expire one year from the date it is signed, unless rescinded or canceled earlier.		

1 PURPOSE

This Departmental Notice (DN) requires USDA personnel to order telecommunications products and services through an agency or staff office Designated Area Representative. It standardizes the manner in which telecommunications accounts are established with multiple vendors and enables the Office of the Chief Information Officer (OCIO), vendors and agencies/staff offices to generate complete usage reports. This guidance applies to all commercial telephone services including wireless.

2 POLICY

USDA personnel will order all USDA telecommunications products and services through Designated Area Representative (DAR)s. DARs shall use a standard naming convention when establishing new accounts with telecommunications vendors in order to improve the accuracy of agency records on telecommunications usage.

3 BACKGROUND

A standard naming convention is important in order to enable USDA and vendors to more effectively track and report on USDA telecommunications transactions. Vendors have difficulty generating enterprise wide summary reports given the broad range of account names currently in use. The Clinger-Cohen Act of 1996 requires agencies to establish clear accountability for information resource management activities and to significantly improve business processes related to the management of information systems.

4 SCOPE

This Notice applies to all USDA agencies and staff offices when ordering any commercial telecommunications product or service.

5 DEFINITIONS

- a Landline: A physical full-duplex, bi-directional path between communicating points which carries voice communication.
- b Wireless: Communications between mobile, portable, or fixed facilities through the use of the electromagnetic spectrum. Examples are: AM and FM broadcasting, UHF and VHF television, satellite, microwave, land mobile radio (used for public safety, commercial, and private use), citizen's band, trunked radio, paging, cellular telephone, wireless LANs, wireless telephone PBXs, and Personal Communications Services (PCS).
- c Cellular/ Personal Communications Services (PCS): Refers to the wireless communication spectrum of 800 MHz, 900 MHz and 1900 MHz, in which commercial wireless voice service operates on in the United States.
- d Cellular Telephones: A mobile communications system that uses a combination of radio transmission and conventional landline telephone switching to permit telephone communication to and from mobile users within a specified area. Note: In cellular telephone systems, large geographical areas are segmented into many smaller areas, i.e., cells, each of which has its own radio transmitters and receivers and a single controller interconnected with the public switched telephone network.
- e Designated Agency Representative (DAR) – DARs are designated by the Chief Information Officer or the lead Information Technology Officer within each agency or staff office in coordination with the agency/staff office Telecommunications Mission Area Control Officer (TMACO). DARs are delegated authority under USDA's Departmental Regulation 3300-001 to place orders for telecommunications products and services on behalf of the agencies or staff offices they represent. Telecommunications Services and Operations within the Office of the Chief Information Officer establishes ordering limitations and guidance for USDA DARs within the context of authorized, pre-existing contracts that clearly state delegations of authority and terms. In order to be authorized to place orders, DARs must complete vendor training associated with a General Services Administration (GSA) contract (e.g. FTS2001/Networx).

- f Commercial Service: Any product that is designed for a large market, intended to be for profit, and is available to the general public. Devices, services and technologies commercially procured and intended for use in commercial frequency bands.

5 REFERENCES

Assistant Secretary of Defense Networks and Information Integration. *Directive Number 81002.2, Use of Commercial Wireless Devices, Services, and Technologies in the Department of Defense Global Information Grid (GIG)*. Department of Defense. Washington, DC. April 14, 2004. Retrieved from <http://www.dtic.mil/whs/directives/corres/html/81002.htm>.

Congress. (1996, February 10). National Defense Authorization Act for FY 1996 (P.L. 104-106): Division E: Clinger-Cohen Act of 1996 (formerly called Information Technology Management Reform Act (ITMRA)). US Congress. Washington, DC. Retrieved from http://www.cio.gov/documents/it_management_reform_act_feb_1996.html

US Department of Agriculture. (2003, June 11). Departmental Regulation 1010-001: Organization, Section 5. US Department of Agriculture, Office of Human Resources Management. Washington, DC. Retrieved from <http://www.ocio.usda.gov/directives/files/dr/DR1010-001.htm>

US Department of Agriculture. (1999, March 23). Departmental Regulation 3300-001: Telecommunications and Internet Services and Use: Appendix B. US Department of Agriculture, Office of the Chief Information Officer, Telecommunications Services and Operations, Telecommunications Policy and Planning. Washington, DC Retrieved from <http://www.ocio.usda.gov/directives/files/dr/DR3300-001.htm>

6 PROCEDURE

- a Agencies/staff offices should place orders for telecommunications products and services through an agency/staff office DAR. DARs shall place orders for telephone services according to the following procedures:
 - (1) Notify the carrier that this is a federal government account; specify USDA.
 - (2) Use the following naming convention when establishing the account: *USDA_AGENCY ABBREVIATION_OFFICE or DIVISION_BUSINESS UNIT or BRANCH* (e.g. A Forest Service employee in the National Forest System *Division* of Forest Management would tell the vendor that the account should be established as *USDA_FS_National Forest System_Forest Management*). *Office or Division_Business Unit or Branch* may be replaced by other information if an agency is best served

by using a different naming convention. The request to change the naming convention for a specific agency requires a waiver submitted to the ACIO of telecommunications.

7 INQUIRIES

Direct all questions concerning this notice to the Telecommunication Policy and Planning Division, Telecommunications Services and Operations, Office of the Chief Information Officer.